

# FEDERAL LABOR STANDARDS PROJECT FACT SHEET

- ◆ Applicable projects in excess of \$2,000 totally or partially financed with Federal dollars requires weekly payment of the prevailing rate (wage + fringes) to all laborers and mechanics working at the project site
- ◆ Wage decision and "Notice to All Employees" **must** be posted on the job site in a highly visible location and protected from the elements
- ◆ All bid documents and contract agreements **must** have the Federal Labor Standards Requirements, Federal Labor Standards Provisions, applicable Davis-Bacon wage decision and Apprentice/Trainee Guidelines physically attached
- ◆ Contracts **must** only be awarded to contractors eligible to participate in written contracts containing Federal Labor Standards Provisions
- ◆ Payroll reports are submitted weekly with attached original signature Statement of Compliance. Computerized payrolls **must** include all required information and an attached original signature Statement of Compliance. For foremen/supervisors spending less than 20% of their time performing manual work, wage information does not need to be reported on the payroll; list their work classification and hours worked.

Business owners **working with their crew** report their wage information and can certify the payroll. Business owners **working alone** are reported on a weekly payroll prepared and certified by their engaging contractor (owners working alone cannot certify payment of their own prevailing wage); wage information must be reported.

- ◆ All workers to be paid time and one-half times the basic rate of pay plus one times the fringe benefit amount identified for all hours worked in excess of 40 per week at this project site or 8 in a day (if applicable), whichever is greater
- ◆ Apprentices/trainees registered in approved apprenticeship/training programs may be paid less than the wage rate in the wage decision for their work classification. **Apprentice program ratio requirements apply hour-for-hour at the project site.** Apprentices utilized out of ratio must be paid journey worker rate for the classification of work performed.
- ◆ Developer/prime contractor submits the Contractor Profile, ID of Prime and Subs (to be kept current), weekly original signature payroll reports, apprentice/trainee information (if applicable) and weekly site logs.
- ◆ Subcontractors/lower-tier subcontractors submit the Contractor Profile prior to starting work, weekly original signature payroll reports and apprentice/trainee information (if applicable).
- ◆ UNION CONTRACTORS/SUBCONTRACTORS - Verification of employee wage receipt will include, at minimum, contacting the trade local or designated benefit fund account and interview responses.

NONUNION CONTRACTORS/SUBCONTRACTORS - Verification of employee wage receipt will include, at minimum, contractor submission of cancelled paychecks, stubs,

time cards and interview responses.

- ◆ All employers shall permit authorized representatives (City staff) to interview workers at the project site (on company time) to verify payment of the Federal prevailing rate for the classification of work they are performing.
- ◆ Each contractor must keep a complete set of their own payrolls and other basic records (tax records, time cards, work logs, payroll checks and stubs, evidence of fringe payments, etc.) for a period of 3 years after project close-out.